

APPLICATION FORM- CASS FAMILY DAY CARE EDUCATOR

Address: 46 Third Ave Campsie NSW 2194

Tele: 02- 9718 3999

Email: cassfdc@org.au



APPLICANT DETAILS

Mr Mrs Ms

First name: _____ Surname: _____

Address: _____

Suburb: _____ Post Code: _____

Telephone: _____ Mobile: _____

Email: _____

Date of Birth: _____ Country of Birth: _____

Cultural Background: _____ Languages spoken: _____

Are you being treated for any ongoing *medical conditions*? eg.
Migraines; back pain, diabetes, high blood pressure or asthma?

No Yes Condition: _____

PROPOSED FAMILY DAY CARE PREMISES

Own home	Yes	No	Copy of Council Rates Notice required
Rented premises	Yes	No	Landlord Permission letter required
Strata managed premises	Yes	No	Strata Management permission letter required
Bushfire / Flood Zone	Yes	No	Evacuation Plans will be required

WORKING WITH CHILDREN CHECK (WWCC)

A WWCC is a prerequisite for anyone in child-related work. It involves a national criminal history check and review of findings of workplace misconduct in child related employment. The result of a WWCC is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked. The WWCCC is fully portable which means it can be used for any paid or unpaid child-related work in NSW for as long as the worker remains cleared.

Your WWCC Number:

W	W	C									
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 Expiry Date: ____ / ____ / ____

NATIONAL CRIMINAL HISTORY CHECK

Your Criminal History Check / Certificate Number:

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Date of issue: ____ / ____ / ____ **Note: date of issue cannot be older than the previous 6 months**

PRODA NUMBER

R	A										
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QUALIFICATIONS

Please indicate the qualifications you hold (attach copies)

Certificate III in Early Childhood Education & Care		Current First Aid (HLTAID004)	
Diploma of Early Childhood Education & Care		Current CPR (within last 12 months)	
Bachelor of Teaching/Education		Current Emergency Asthma Management	
Safe Food Handling		Current Anaphylaxis Management	
Other approved ACECQA qualification:			

EARLY CHILDHOOD WORK EXPERIENCE

Have you worked in Family Day Care previously: Yes No

If Yes, what was the name of the Service?

Duration of your registration

Who can we contact at the Service for a reference

Name:	
Position:	
Contact details:	

CAR DETAILS

Will you use your own car to transport Family Day Care children on outings? Yes No

If Yes, please attach a copy of your: Current NSW Driver's Licence
Registration of the vehicle to be used
Current Comprehensive Insurance for the vehicle

SERVICE OPERATION DETAILS

Days you intend to operate (tick)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours of operation AM/PM							

SPOUSE / PARTNER DETAILS (if applicable)

Name: _____ Date of Birth: _____
 Occupation: _____ Hours of work: _____
 Best contact number: _____ Are they your emergency contact: Yes / No

ADULT HOUSEHOLD MEMBER DETAILS

List all people living in your home who are 18yrs and over including: your parents/relatives/adult children/students

NAME	D.O.B	RELATIONSHIP TO YOU	WWCC NUMBER

CHILDREN WHO RESIDE IN THE HOME

NAME	D.O.B	MALE / FEMALE	CURRENT SCHOOL

Note: for all children aged birth to 13 years, a current Immunisation History Statement is required

PROFESSIONAL REFERENCES

Please provide the details of two professional referees we can contact, such as a previous/current employer, staff person in a leadership or supervisory position, teacher. These referees must not be related to you. Please inform these people that we will be contacting them.

1. Name: _____ Contact number: _____
Name of organisation: _____
Position held: _____

2. _____
3. Name: _____ Contact number: _____
Name of organisation: _____
Position held: _____

ACKNOWLEDGEMENT

I _____, acknowledge that the information I have provided on this application is true and correct.

Applicant's Signature: _____ Date : ____/____/____

Privacy Statement CASS Family Day Care recognises that privacy is important to you and that we have a responsibility to protect any personal information you give us. In accordance with the Privacy Act the information we collect from you will be handled sensitively and securely with proper regard for privacy.

The information you provide will be used solely by staff of CASS Family Day Care, for its intended purpose. This information will only be shared with other organisations as required by Government legislation and statutes. Information is stored securely and confidentially as per the Education and Care Services National Regulations (2017)

Office use only

Additional Comments:

ADULT HOUSEHOLD MEMBER ACKNOWLEDGEMENT

Family Day Care Sydney Wide strives to meet the National Quality Standard for the education and care of children in the homes of registered Educators. To maintain this quality of care, each home must exist as a safe, caring and stimulating environment for children. The applicant's decision in registering as a Family Day Care Educator will affect **all** members of the household – adults, children and any visitors to your home.

Family Day Care is to be provided in a smoke, alcohol and drug free environment.

This means that all members of your family, any visitors to your home, potential trade-workers etc cannot smoke, drink alcohol or be under the influence of any prohibited substance whilst Family Day Care children are on your premises. Additionally, alcohol (open and/or unopened bottles) **must not be in the play area, or in view of children in care.**

All Educators must work within current Child Protection Legislation

Educators and adult household members must be aware of the need to protect themselves against the possibility of any allegations being made against them. Adult household members must ensure they are never alone with a Family Day Care child. Any visitor to the home during Family Day Care service hours **MUST** sign in and out of the *Visitor Register*.

Maintaining a safe, caring and stimulating care and education environment the provision of family day care

Educators have a Duty of Care to children and must consistently implement procedures and safety requirements as part of the *Education and Care Services National Regulations*. Closing gates / barriers, keeping bathrooms clear of dangerous items such as razors, shampoo, perfume, exposure to unsuitable media etc. are all DAILY regulatory requirements.

Working with Children Check

Any adult (18 years and over) who resides at the home must maintain a Cleared and Verified WWCC at all times. The Educator **MUST** advise the Coordination Unit should they or any adult household member be charged with an offence.

I have read the above conditions and agree to give my full support to the applicant in their decision to operate as a registered Educator with CASS Family Day Care.

NAME	RELATIONSHIP TO APPLICANT	SIGNATURE	DATE



To the Rental Property/Strata Manager,

_____, has applied to become a registered an Educator with **CASS Family Day Care**.

A Family Day Care Educator is a person who cares for up to 7 children including no more than four preschool aged children (including any children of their own) in their own home and is responsible for the care and education of these children under current *Children (Education and Care Services) National Law (NSW)* and the *Education and Care Services National Regulations 2017*.

Please complete your permission below.

Sincerely,

Coordination Unit staff
CASS Family Day Care

(Landlord's Name) _____, give permission for _____
(Educator's Name)

to provide care and education as a registered Family Day Care Educator to children at the premises/venue located at:

(Address of rented premises)

(Special conditions)

Sincerely,

(Landlord signature)

(Date)

46 Third Ave Campsie NSW 2194 | 02 9718 3999 | cassfdc@cass.org.au

ABN: 212138



Dear Doctor,

Re: _____

The above named has applied to become a registered Family Day Care Educator with **CASS Family Day Care**. In this capacity, s/he will be the **sole** person responsible for the care and education of up to seven children.

Due to the responsibility and physically demanding nature of this work, our organisation is required by the *Children (Education and Care Services) National Law (NSW)* and *Education and Care Services National Regulations 2017*, to ensure Educators are 'fit and proper persons', able to care and educate young children on their own.

An Educator's work may involve:

- Caring for up to seven children at one time, without assistance, in their home (inclusive of no more than 4 pre-school aged/infant children)
- Meeting the developmental, physical and emotional needs of these children
- Lifting and carrying children, changing nappies, working at low/floor level and generally being very active.

It is important that this person does not have any condition/s that may compromise their ability to fulfil their responsibilities or that might put the children in care at risk.

We thank you in advance for your assistance. Please complete the section below and affix your clinician stamp.

Sincerely,

Coordination Unit staff,
CASS Family Day Care

Doctor's Statement

I confirm the above person is in good health and is **clear of any medical condition/s or dependency on any medication or substance** that may affect their ability to provide care and education for young children.

Additional comments: _____

Doctor's Name: _____ Signature: _____

Consultancy Rooms Address: _____

Date ____/____/20 ____

Affix Practitioner Stamp.

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